19 JUN 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Science Training

REFERENCE : Memorandum to Deputy Director for Support
fm Director of Training, same subject,
dtd 12 May 1972

1. This memorandum is submitted for the purpose of expanding
and, to some degree, modifying the statements contained in paragraphs
4, 5 and 6 of reference relating to Information Science training
program plans for FY 1973 and FY 1974.

2. Please recall that we have consistently identified the
program for FY 1973 as an Interim Training Program due to the existance
of certain limitations during this period. Only a small residual
instructor staff (two OCS/DDS&T and one NSA) is available to start the
program. Non-Agency facilities at the Defense Intelligence School will
be used on a scheduled and less than full-time basis. A volume of
existing training material must be created or revised to meet the new
needs and the new emphasis. Finally, there are some lingering and real
obligations to students from other agencies and departments, particularly
in view of continued facility and staff support from both DIA and NSA.
All of this suggests that FY 1973 will be a phasing year. The program
planned for FY 1973 is as follows:

Course	Weeks of Training	Total Students	CIA Students
1. Management Science for Intelligence 1 week x 3 annually (Attachment A)	3	75	50
2. OTR Senior Seminar - Information Science for Managers 1/2 week x 2 annually (Attachment A)	1	40	40

The program planned for FY 1973 (cont'd)

Course	Weeks of Training	Total Students	CIA Students
3. OTR Advanced Intelligence Seminar - Information Science for Intelligence and Management 1/2 week x 3 annually (Attachment A)	1 1/2	75	75
4. OTR Mid-Career Course - Information Science for Intelligence and Management 1/2 week x 4 annually (Attachment B)	2	140	140
5. OTR Intelligence Production Course 1/2 week x 2 annually (Attachment B)	1	30	30
6. OTR Intelligence and World Affairs Course 1 day x 5 annually (Attachment B)	1	150	150
7. Information Science for Intelligence (Functions Course) 4 weeks x 2 annually (Attachment C)	8	50	25
8. Survey of Intelligence Information Systems 3 weeks x 2 annually (Attachment C)	6	60	30
Totals	23 1/2	620	540

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The above program will provide 23 individual course offerings or instruction bloc inserts in on-going OTR courses in FY 1973. In addition, we would envisage that the series of three day ADP Orientation Programs sponsored by OCS/DDS&T would continue during this period. Five ADP Orientations are scheduled for FY 1973.

3. In FY 1974 we planned to move this program onto CIA premises with facilities that will permit continuation of the practical, "hands-on" computer system training now possible in the Defense Intelligence School facilities. The program planned for FY 1974 follows:

Course	Weeks of Training	Total Students	CIA Students
1. Management Science for Intelligence 1 week x 3 annually (Attachment A)	3	75	50
2. OTR Senior Seminar - Information Science for Managers 1/2 week x 2 annually (Attachment A)	1	40	40
3. OTR Advanced Intelligence Seminar - Information Science for Intelligence and Management 1/2 week x 3 annually (Attachment A)	1 1/2	75	75
4. OTR Mid-Career Course - Information Science for Intelligence and Management 1/2 week x 4 annually (Attachment B)	2	140	140
5. OTR Intelligence Production Course 1/2 week x 2 annually (Attachment B)	1	40	40

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The program planned for FY 1973 (cont'd)

Course	Weeks of Training	Total Students	CIA Students
6. OTR Intelligence and World Affairs Course 1/2 week x 8 annually (Attachment B)	4	240	240
7. Systems Analysis for Intelligence 2 weeks x 3 annually (Attachment C)	6	75	50
8. ADP Orientation 3 days x 4 annually (Attachment D)	2	164	164
9. Workshop In Intelligence System Applications 3 weeks x 3 annually (Attachment D)	9	60	60
10. Information Science for Intelligence - (Functions Course) 6 weeks x 3 annually (Attachment C)	18	75	40
11. Survey of Intelligence Information Systems 3 weeks x 3 annually (Attachment C)	9	105	60
Totals	56 1/2	1089	959

This FY 1974 program plan will provide 38 individual course offerings or instruction bloc inserts in on-going OTR courses.

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4.   The overall objective of all of these courses is to enable
Agency systems users at all levels to make a fuller application of
the costly and powerful capabilities which already exist by providing
them with an understanding of the essential technology and methodology.
Training which specifically focuses on the application of information
Science to intelligence is essential to this purpose. Per our best
estimates 87% of the students for both FY 1973 and FY 1974 can be from
CIA.

5.   I trust the above statements will meet your requirement for
additional information on this subject.

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for

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Acting Director of Training

Atts

A

ATTACHMENT A

0 - Management Science for Intelligence

A one week course for managers GS-12-16 to emphasize the application of Computers, Information Science, Systems Analysis and Operations Research to the management of intelligence activities.

0 - OTR Senior Seminar (Information Science for Managers)

A one to three day block of instruction to develop an understanding, from the viewpoint of senior management, of the use of Computers, Information Science, Systems Analysis and Operations Research and their application to the management of intelligence activities.

0 - OTR Advanced Intelligence Seminar (Information Science for Intelligence and Management)

A one to three day block of instruction to develop a familiarization with the techniques of Computer Systems, Information Science, Systems Analysis and Operations Research and their application in the production of intelligence with some emphasis on collection application and resource management.

NOTE: Each of the courses in Attachments A through D differ in three major aspects: the professional level of the student and his responsibilities; an emphasis either on management applications or on working-level intelligence applications; and the course length, details, and skill levels covered.

B

O - OTR Mid-Career Course (Information Science for Intelligence and Management)

A one to three day block of instruction for mid-career Agency personnel, to develop a familiarization with the techniques of Computer systems, Information Science, Systems Analysis and Operations Research and their application to intelligence activities and to the management of intelligence activities.

O - OTR Intelligence Production Course

A one to three day block of instruction for Agency personnel, GS-09-12, to introduce the application of Information Science, Computer Systems, Systems Analysis and Operations Research methods and techniques in the production of intelligence.

O - OTR Intelligence and World Affairs Course

A one to three day block of instruction to give intelligence professionals an appreciation of the impact of Information science, Computer Systems, Systems Analysis and Operations Research on society, the world, the intelligence community and the Agency to include an overview of existing and future intelligence systems.

C

ATTACHMENT C

0 - Information Science for Intelligence (Functions Course)

A four (six) week course for professional intelligence personnel GS-09-14 which teaches skills in the use of Information Science, Computer Applications, Systems Analysis and Operations Research techniques such as storage and retrieval, linear programing, Bayesian analysis, value analysis, etc., and the application of these to intelligence processes (collection, production and support) problems, tasks, and functions.

0 - Survey of Intelligence Information Systems (Survey Course)

A three week course for intelligence professionals GS-09-15 to provide an overview of the information and intelligence systems of the intelligence community, with special emphasis on automated and/or computer assisted systems.

0 - Systems Analysis for Intelligence

A two week course for intelligence professionals GS-09-14 to develop working skills in the application of Systems Analysis techniques in the collection, production, and support of intelligence and intelligence activities.

D

ATTACHMENT D

O - ADP Orientation

A three day course for Agency personnel GS-09-15 to provide an overview of computers and computer applications and their utilization in intelligence activities.

O - Workshops in Intelligence System Applications

A two or three week practical, skills course which focuses on unique training requirements and/or special functional areas of application. Each workshop is custom-tailored for special areas such as Finance, Budget and Audit; Clandestine Service applications; and other unique requirements.